

RESOLUTION NO. _____

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN
MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview; and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee has formed the considered conclusion that one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist* at Clearview should be abolished and that one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview should be created, effective May 1, 2015; and,

WHEREAS, a job description for the position of *Payroll Specialist* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Accounting Specialist - Accounts Receivable* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, there are monies available in the 2015 Budget of Clearview sufficient to fund the proposed position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one vacant, funded, 0.5 full-time equivalent, benefited position of *Payroll Specialist*, and hereby creates one new, full-time, benefited position of *Accounting Specialist - Accounts Receivable* at Clearview, effective May 1, 2015; and,

BE IT FINALLY RESOLVED, that monies from the 2015 Budget of Clearview shall be used to fund the position of *Accounting Specialist - Accounts Receivable* during the period of time commencing on May 1, 2015, and ending on December 31, 2015, both inclusive.

All of which is respectfully submitted this 21st day of April, 2015.

Dodge County Health Facilities Committee:

Larry Bischoff

Jeffry Duchac

Thomas J. Schaefer

John Fabisch

Lisa Derr

FISCAL NOTE:

Is the referenced expenditure included in the adopted 2015 Budget? _____ Yes or _____ No

Fiscal Impact on the adopted 2015 Budget:

\$ _____

Fiscal Impact reviewed by the Dodge County Finance Committee on _____, 2015.

David Frohling, Chairman
Dodge County Finance Committee

Vote by Finance Committee Members to Recommend Approval of this Resolution:

David Frohling: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Wayne Uttke: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Phillip Gohr: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Gerald Adelmeyer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

Thomas J. Schaefer: _____ Aye _____ No _____ Abstain _____ Absent from Meeting

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Payroll Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	July 28, 1998
LABOR GRADE:	Dodge County Three (3)	REVISED:	01/01/13

OVERALL PURPOSE/SUMMARY

Under the general direction of Director Financial Services, prepares payroll, personnel and general administrative records. Provides training for new staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Prepares and distributes bi-weekly payroll.
2. Updates/maintains computer programs and records relating to payroll.
3. Takes the lead in maintaining payroll deadlines.
4. Gathers and compiles payroll/personnel data and prepares special reports.
5. Responds to employee questions regarding payroll calculations and related personnel data.
6. Provide additional office support as required or assigned.
7. Participates in resident and facility emergencies.
8. Functions as a member of the team and participates in the household concept.
9. Attends all mandatory in-services.
10. Represents Clearview in a positive and professional manner at all times at work.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and respect for residents rights.
 Considerable knowledge of bookkeeping principles/procedures and modern office methods/practices.
 Thorough knowledge of current Federal and State Labor Laws.
 Knowledge of Business English and spelling.
 Ability to efficiently and accurately operate computer, printers and other related equipment.
 Ability to accurately enter data into computer.
 Ability to do mathematical calculations for accurate record keeping and preparation of reports.
 Ability to consistently apply payroll policies and procedures.
 Ability to understand and effectively carry out instructions.
 Ability to maintain confidentiality.
 Ability to communicate effectively, establishing/maintaining public and working relationships, and answer inquiries with tact and courtesy.
 Ability to work independently and without direct supervision.
 Must have flexibility to adjust work schedule to meet resident, staffing or facility needs.

EDUCATION AND EXPERIENCE

High school diploma or GED equivalent, completion of vocational/technical training in bookkeeping or related area, two (2) years payroll processing experience, and knowledge of automated accounting and spreadsheets required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Must be certified as a Feeding Assistant or become certified within orientation period.

WORKING CONDITIONS

Long-term care facility environment with exposure to infectious agents, chemical agents and behavioral residents. Must be able to work in an environment where specialized resident programs are implemented. Occasional working under distractions and difficult circumstances.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Range: \$14.74 - \$20.21

JOB TITLE:	Accounting Specialist - Accounts Receivable	FLSA STATUS:	Non-Exempt
DEPARTMENT:	Administration	REPORTS TO:	Director of Financial
LOCATION:	Clearview	DATE:	August 10, 1999
LABOR GRADE:	Dodge County Three (3)	REVISED:	3/16/15

OVERALL PURPOSE/SUMMARY

Under the general direction of Director of Financial Services, prepares and maintains financial records. Performs third party billing and benefit checking.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains bookkeeping records by ensuring accurate data entry.
2. Controls/safeguards resident cash funds.
3. Receives payments, issues receipts and record payments.
4. Provides information regarding department activities or policies in response to telephone/TDD or personal inquiries.
5. May compile, verify, write and analyze periodic reports and statements.
6. Prepares and submits Medicare, Medicaid and third party billing statements.
7. Runs, analyzes and submits private pay billing statements.
8. Compiles and verifies resident account information.
9. Enters financial data to computerized records, journals and ledgers.
10. Contacts insurance companies for billing follow-up.
11. Refunds overpayments.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern accounting theory and practice.
 Knowledge and experience in revenue cycle management.
 Knowledge of modern office practices/procedures.
 Ability to prepare complete accounting reports and statements.
 Ability to operate/maintain computer terminals, printers, and other equipment.
 Ability to accurately enter data/information into computer software.
 Ability to multi-task and pay attention to details.
 Ability to understand and effectively carry out instructions.
 Ability to establish and maintain effective public and working relationships.

EDUCATION AND EXPERIENCE

Two (2) year Associate's degree in accounting and two (2) years bookkeeping or accounting experience using computer equipment, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

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FOR HUMAN RESOURCE USE

ANALYST(S):

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